LAND INFORMATION COMMITTEE MEETING April 11, 2014

Members Present:

Allen Behl, Ernie Borchardt, Harold Johnson, Howard Kriewald, MaryAnn Miller

Also Present: Chris Planasch, Joyce Fiacco, Jim Mielke

The Dodge County Land Information Committee meeting was called to order by Chairman Ernie Borchardt at 8:30 A.M., Room 1A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin. Roll call was taken and a quorum verified. It was confirmed that requirements of Wisconsin's Open Meetings law had been met.

Kriewald motioned, second by Miller to approve minutes from the March 14, 2014. Motion to approve the minutes carried.

There were no committee member reports for meetings attended outside of the regularly scheduled Land Information Committee meeting.

Planasch presented the Register of Deeds Revenue Reports including the Fee Summary Comparisons from the previous month/last 3 years and a Summary of Fees collected so far in 2014 reporting amounts returned to the State and amounts retained by the County in various revenue accounts. She noted that the number of real estate documents recorded in March (950) was up 149 from the previous month; down from 1213 in 2013 and down from 1473 recorded in March 2012. No committee action was required.

Planasch presented the Register of Deeds Activity Report. She reported that all real estate microfilm volumes have been converted so once the index is created for them, they will be available on-line. Volume 307 to Volume 448 of paper documents have been verified with the imaging index to continue creation of an abbreviated index in LandLink so documents would be available on-line through the LandShark application. Planasch reported that training on the TriMin Import Module was scheduled which would allow her to do this as time permits. She is working with IT to help automate the process. She reported that the funds left from the redaction project would be used to complete conversion of the remaining 72 paper mortgage volumes. 184 paper volumes (Vol. 413 thru 230) of mortgage records have been converted to date. She reported that final cleanup of incomplete records would continue as time permitted to finish the project to compare birth records to the index (1877-1883). Staff is keeping up with new recordings. There are 12 subscriptions (no increase), 134 (no increase) escrow accounts, and 1763 self-registered accounts in LandShark. No committee action was required.

Fiacco presented the March revenue report for the Land Information Division business units. No committee action was required.

Fiacco distributed a draft of the annual letter staff recommends the committee send to all Dodge County Towns requesting notification of any road work being planned in 2014 that would destroy, damage or cover a PLSS monument. Fiacco explained that this information assists county survey staff in maintaining the PLSS and that the towns have been very cooperative about complying. Johnson motioned, second by Miller, to send the letter to the towns. The letter will be sent on committee letterhead so committee member names are listed. Following discussion, the motion carried.

Fiacco presented the April Activity Report for the Land Information Division of the Land Resources and Parks Department which includes GIS mapping, analysis and services, survey and tax parcel mapping activities, and Property Description operations. She reported that interviews for the Survey and Mapping Specialist position were underway and until the position is filled, staff from Land Resources and Parks, Highway and Land Conservation was providing field support for the Sr. Land Surveyor. Applications for the opening in Property Description were being accepted. She reported that staff has been actively participating in the development of specs for the new integrated Land Records Management System RFP. Fiacco reported that the Finance Committee had approved the LIC's request to transfer funds from the Public Access business unit continuing fund balance for purchase of the shared high speed production scanner used for on-going conversion of paper files into the system. No committee action was required.

Planasch and Fiacco expressed their appreciation and thanks for the support the Land Information Committee has provided to their departments and mission over the past two years.

By order of the Chair, the meeting was adjourned at 9:59 A.M. The next regular meeting will be Friday, May 09, 2014 beginning at 8:30 A.M. in the First Floor Conference Room, Room 1A, Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Respectfully Submitted,

Larry Schraufnagel, LIC Secretary

HK: jjf

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.